

# Director of Finance and Accounting

This position is: OPEN

**Job Number:** 600 **Posted:** 7/23/2021 **Revised:** **Location:** St. Davids -- **Posting Type:** Staff

## Position Summary

Reporting to the Vice President for Finance and Operations (VPFO), the Director of Finance and Accounting oversees the University's accounting and payroll operations. The Director provides primary assistance to the Vice President in compiling and monitoring the University's annual operating budget, promulgating periodic financial statements and other ad hoc analyses, and liaising with the University's academic leadership as it pertains to financial operations of their areas. The Director seeks to engender access to and understanding of financial information and other resources throughout the institution.

## Responsibilities

1. Oversees the day-to-day and strategic operations of the Accounting & Finance Department including Accounts Payable, Payroll, Purchasing, and General Ledger Accounting.
2. Collaborates with the VPFO in development of the fiscal year operating budget. Oversees the maintenance of the budget system, including interim budget adjustments.
3. Prepares monthly financial statements, including budget variance reports for review and discussion with the VPFO and financial leadership team. Collaborates with the VPFO in preparing quarterly financial statements for dissemination to the University leadership and Board as applicable.
4. Directs cash management operations to ensure that the University meets financial obligations in a timely manner. Performs weekly, monthly and/or quarterly cash forecasts for submission to the VPFO. Serves as relationship manager for the University's bank account(s).
5. Oversees and maintains the University's chart of accounts ensuring concordance with protocol established by the VPFO.
6. Ensures timely and accurate reconciliations of balance sheet accounts, and select revenue and expense accounts. Reviews and approves reconciliations prepared by accounting staff.

7. Supervises fiscal yearend activities including liaising with the University's external auditors; the development of client-prepared schedules, work papers and other analyses; timely preparation and issuance of Form 990; and yearend close activities in the University's ERP systems.
8. Oversees grant and restricted funds, ensuring University's compliance with donor or other restrictions. Liaises with Advancement and each budget managers as applicable.
9. Facilitates reconciliation of the University's Endowment program including allocation of quarterly investment activities, and calculation of annual distributions. Liaises with the Advancement and Financial Aid Offices to ensure adequate documentation and compliance with donors' intent.
10. Monitors contribution margins for the University's academic units and other revenue production functions (e.g., Conferences and Food Service).
11. Provides management support for other departments within the Division of Finance and Operations at the request of the VPFO.
12. Demonstrates general responsiveness to the VPFO. Serves on other University working groups upon the request and/or concurrence of the VPFO.
13. Embodies values of caring and compassion, justice and integrity, competence and affirmation.
14. Seeks to treat each member of the campus university with fairness, dignity and respect seeking a spirit of unity and harmony as we join together to achieve our common mission.

## Qualifications

- A vibrant Christian faith
- A Master of Business Administration (CPA preferred).
- A thorough working knowledge of generally accepted accounting principles and procedures.
- A minimum of five years of accounting and managerial experience.
- Strong computer skills, including advanced proficiency in Microsoft Excel
- Experience in an education or other non-profit environment.
- Excellent written and verbal communication skills.
- Demonstrated initiative and strong work ethic.
- Supervisory experience and proven ability to lead team.

## About Eastern University

Eastern University is a Christian university of the arts and sciences that integrates faith, reason and justice for students in its undergraduate, graduate, Seminary, urban, professional and international programs. **Applicants should have a religious commitment compatible with its mission and be willing to support the mission and vision of the university.** The university complies with federal and state guidelines of nondiscrimination in employment; members of protected classes encouraged to apply.

## Background Checks

Standard University employees are required to complete the background clearance process. Employment is contingent upon the successful results of an employment background screening. The employment background screening may include but is not limited to your consumer credit history (for positions that work with the university finances or alumni funds only), verification of education and professional credentials, criminal history, driving history, residency, immigration status, performance, references, and other qualities pertinent to your qualifications for the following position.

Youth Clearances are required for positions with direct contact with children and essential personnel positions. Employees working with or around minor age children are required to complete the youth clearance process which includes the following four child protection clearances:

- 1) Affidavit;
- 2) FBI Criminal Record Check;
- 3) Pennsylvania Department of Human Services Child Abuse History Clearance and;
- 4) Pennsylvania State Police Criminal Record Check.

In accordance with state laws, Act 73 of 2007, Act 153 of 2014, Act 168 (relating to the Child Protective Services Law), school employees of Eastern University who will have "direct contact with children" must complete the background check process prior to employment. Results must be submitted within ten days of receipt.

## Description Disclaimer

This description is intended to describe the general level and nature of work performed by the person/people assigned to this position. It is not to be construed as an exhaustive list of duties and responsibilities of the person/people so assigned.